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PROCUREMENT PORTAL

QUICK REFERENCE GUIDE

Adding Supplier Contacts

This document is a quick reference guide for users wishing to add additional supplier contacts in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: https://spo.az.gov/.

In order to add supplier contacts, select My Company Information under General Info and select Create a Change Request. Click the Create a Contact button and fill out the requested information.

When a supplier is adding additional contacts to their supplier record, there are 3 potential roles that can be assigned to a contact. Please note that a supplier contact can have multiple roles:
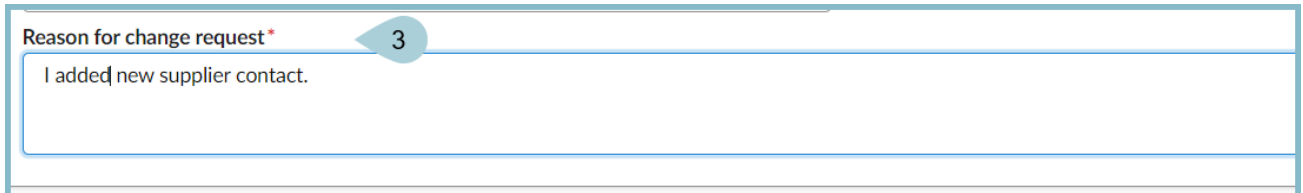
1. **Supplier Admin** — Able to see all transactions, sourcing events, performance assessments, and submit change requests to the supplier profile.
2. **Supplier Contact Global** – Able to see all transactions, sourcing events, or performance assessments.
3. **Supplier Contact** — Able to only see transactions, sourcing events, or performance assessments related to them

Adding a Supplier Contact

1. From any page in APP, select **My Company Information** from the **General Info** dropdown menu.
2. Click **Create a Change Request**.
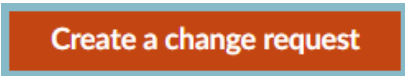
3. While in the Company Information left margin tab, fill in the **Reason for change request** field.

4. Scroll down to the Main Address Section and complete the **Phone Number** field.

5. Click the **Contacts** left margin tab.
6. Click the **+ Create Contact** button.

7. In the Identity section, enter the **First Name**, **Last Name, Email ,** and **Position** of the contact.
8. Complete the **Phone** field in the Phone section.

9. Scroll down to the Addess section and complete the **Phone** field.

10. Click the **Save and Close** button at the top of the page.
11. Select a **Role** for the contact that was added. Multiple roles can be selected for a contact.
12. Click **Save**.
13. Click the **Mail** icon in the Login Creation and Forgotten Password columns to send the contact their login and password information.
14. Select the applicable **Profile** code on the Invitation to log into the application pop-up.
15. Click **Send notification**.

16. Close the **Invite a supplier contact to login** pop-up.
17. Click **Submit for Approval**.

Note: After a user has been added as a contact on the **Contacts** tab, the user that added them to the supplier account should click on the **Mail** icon in both the **Login Creation/Forgotten Password** columns so that the contact receives their login and password information via email. The new contact can then use this information to access their APP account.

Resources

Click the link below for more information on adding supplier contacts in APP:
https://spo.az.gov/suppliers/app-support/quick-reference-guides